

## Responsibilities specific to the **Director, Terminologists**

By-laws Section

### **Representing Terminologists within ATIO**

Receiving, listening to and responding to terminologist member concerns, complaints and queries

Providing answers and information based on consultation, research and/or personal experience

Raising any issues of concern to terminologists at Board meetings

Keeping abreast of terminologist concerns and taking action on them when possible, in accordance with the overall mission and vision of the Association

### **Developing the professional category**

Undertaking any special projects, such as surveying terminologists on working conditions and trends in the industry

Establishing and chairing a committee of terminologists to undertake any specific projects, if applicable

Encouraging current terminologists to pursue certification

### **Reporting**

Reporting to the Board on the work and progress of the terminologists' committee, if applicable

Analysing and interpreting results of surveys of terminologists in order to prepare extensive report based on the statistics and soft information collected, to be published in InformATIO

Writing articles or reports for the InformATIO newsletter on issues of concern to terminologists

### **Representing ATIO**

Representing ATIO, as approved by the Board and/or as delegated by the President, including in:

- Conferences
- Stakeholder groups
- Social media

Raising awareness among community stakeholders of the importance of using certified terminologists

Preparing news releases for Board approval prior to release regarding issues of concern to terminologists

Responding to requests for information (RFIs) and other communications issued by government, professional associations and other stakeholders, which may affect the profession, and

Requesting further information, clarification, consultation etc. where necessary

# ATIO BOARD MEMBER JOB DESCRIPTION

March 9, 2015

Actions/liasing on behalf of the Association should be based on prior direction or approval from the Executive or the Board